

200+ Services

A Virtual Assistant Offers





200+ Services a VA Offers



There are hundreds of tasks a virtual assistant (VA) can do for clients. I've compiled this list by category to show you what you could easily hand-off to the right VA.

Please note: some of the items might be better handled by a specialist or expert (like a bookkeeper, web designer, or marketing consultant). If a VA is handling something, this is in an admin level capacity unless the VA has high level skills in those areas.

Compiled from the article [200 Services a Virtual Assistant Can Offer](#), at [VAnetworking.com](#)

Go through the lists and highlight the tasks you'd love to hand off.

How many tasks did you have already on your hand-off list?

How many new tasks did you find?

Were you surprised by all of the tasks you could hand off?





Banking/Financial



Accounts Payable
Accounts Receivable
Bookkeeping Updates
Compile Receipts for Taxes
Create and Organize Spreadsheets
Invoicing and Billing
Freshbooks Support
Manage Spreadsheets
Payroll Services Support
Prepare Documents for Taxes
Process Customer Refunds
Quickbooks support
Run Reports for Accountant
Sales Tax Filing



Graphic Design



Branding Marketing Materials
Canva Image Creator
Cover Design
Create Handouts
Create PDF Files
Email Header Design
Event Graphics
Event handouts
Event presentations
Format design of company materials
Formatting images to PDF
Formatting PDF to images
Logo Design
Presentation design
Resizing images
Social Media graphic
Web Images



General Administration



Answering Service
Appointment follow up
Appointment scheduling (personal/business)
Calendar Management
Calendly set up
Collect Testimonials
Contract Prep
Create Forms
Create Online Surveys
Edit & Maintain Follow up FAQ Emails
Email management
File Management
Filtering Email Messages for Spam
Format Reports
Interview Potential Virtual Assistants
Maintain Records
Manage Teams
Meeting Scheduling
Online Business Management
Organize Files in Dropbox
Perform Data Entry
Prepare Meeting Minutes
Proof Read Everything
Reminder Service
Task Management
Test Software
Track Hashtag Mentions
Transcription
Translation
Travel Accommodations
Vendor relations





Technical Support



Create a Mobile App
Uploading a Mobile App for Sale
Zoom Setup and Moderation



Client/Customer Support



Address/mail holiday cards
Answering Customer Service Emails
Birthday Cards
Build a Knowledge Base (FAQ)
Client Onboarding
Client point of contact
Community Management
Compile Technical Information
Compiling Audience Questions
Copper Support
Create Customer Satisfaction Survey
CRM support
Customer Service
Employee Recognition
Help Desk Support Technician
Honeybook Support
Human Resources
Infusionsoft Setup
Manage Lead Generation and follow up
Monitor Customer Satisfaction
Multi-lingual Interpretation & Support
Relationship Management
Shop for Client Gifts
Webinar Moderating / Management



Social Media



Content Calendar Creation
Content Formatting
Content Marketing
Content Monitoring
Content Planning
Content Post Scheduling
Content Writing
Create & Organize Pinterest Boards
Create a Banner
Create Forum Content
Create Graphics for LinkedIn
Create Graphics for Twitter
Create Memes for Facebook
Create Memes for Pinterest
Create Memes for Instagram
Create Online Contests
Create Reports on Facebook Insights
Curating Relevant Online Content
Facebook Advertising (Ads)
Facebook Expert
Facebook Group Management
Instagram Marketing
LinkedIn Expert
LinkedIn Group Management
Manage Online Contests
Monitor Online Forum Discussions
Organize a Facebook Contest
Pinterest Management
Place Advertisements
Posting to Facebook
Posting to Twitter
Posting to Instagram
Posting to LinkedIn
Posting to Twitter
Repurpose Content
Research Keywords
Tag Images
Take Pics to Use as Stock Photos
Twitter Specialist



Event Planning



- Create and send out reminder emails
- Create and track checklist
- Create and track timeline
- Create check in lists
- Create handouts
- Create nametags/ table tents
- Create presentations
- Create slideshows
- Find, Order Promotional Products
- Invitation follow up
- Invitations- compile list
- Invitations- design/order
- Invitations- label and mail
- Manage RSVP list
- Organize and manage vendor contracts
- Provide in person support if local
- Schedule Events
- Schedule meetings with Vendors
- Send out cards
- Set up online invitations
- Set up Zoom meeting/webinar link
- Source and order materials
- Speaker Gifts
- Vendor relations
- Venue Sourcing



General Marketing



- Distribute Press Releases
- Google Analytics Expert
- Marketing & Sales
- Marketing Funnel Set Up
- Monitor Online Buzz
- Online Webinar Assistant
- Product Launch Support
- Update Business Plan
- Web Marketing
- Web Research



Podcast



- Content Calendar Creation
- Content Formatting
- Content Marketing
- Content Monitoring
- Content Planning
- Content Post Scheduling
- Content Writing
- Create Articles from Audio
- Create marketing materials
- Do Voiceovers
- Edit Audio Files
- Follow up with guests
- iTunes Formatting & Uploading
- Manage your show
- Pull quotes to turn into memes
- Pull sound bites for social media
- Remove Background Noise in Audio
- Schedule interview guests
- Set up Podcast on iTunes
- Set up Podcast on Website
- Transcribing Audio



Author/Speaker



- Author Profile Creation
- Create review memes
- Edit speeches
- Find People to Review your Book
- Find podcasts for interviews
- Find speaking engagements
- Format EBooks
- Format presentation slides/ materials
- Layout eBooks
- Press Release Distribution
- Pull quotes for social media



Copy Writing



Content Writing
Create User Guides
Create Whitepapers
Edit blog posts
Edit newsletter content
Edit templates
Edit webpage content
Edit Whitepapers
Update Technical Information
Update Your FAQ
Write Articles for LinkedIn
Write Articles for Online Sites
Write Blog Posts
Write Content
Write Guest Blog Posts
Write Job Descriptions
Write Press Releases
Write speeches
Write webpage content



Project Management



Asana Expert
Assign Tasks to Others
ClickUp Expert
Create and manage project timeline
Enter to-do list into software
Manage due dates
Manage Your Team
Organize Basecamp
Oversee a team of VAs or specialists
Project Facilitation
Schedule team meetings
Send reminders
Send to-do list follow ups
Take notes and distribute reports
Trello Expert



Email Marketing



ActiveCampaign Expert
Add Content to Newsletters
Autoresponder Management
Aweber Expert
Conduct Split Testing
Constant Contact Expert
Content Calendar Creation
Content Formatting
Content Marketing
Content Monitoring
Content Planning
Content Post Scheduling
Content Writing
CovertKit Expert
Create a Newsletter Template
Create Landing Pages
Edit & Maintain Follow up Emails
Edit content
List Building
Load Messages into Autoresponders
Mailchimp Expert
Newsletter Management
Organize a New eMail Series
Remove Subscribers from List



Research



Competition Research
Identify Probs Your Audience Has
Monitor Legal Issues in Your Niche
Pull quotes for social media
Research topics for articles
Blog topics
Blog resources



Sales/Products



- Affiliate Management
 - Affiliate Setup
- Amazon Seller Assistance
- Create a Product Funnel
- Create a Sales Funnel
- Create links for marketing
- Create product buttons for website
- Find Products to Sell (affiliates)
- Generate Ideas for New Products
- Generate Ideas for New Services
- Manage Amazon.com Listings
- Manage eBay Listings
- Manage Etsy.com Listings
- Order Fulfillment
- Product Creation & Development
- Sales Page Creation
- Set up email marketing automation
- Shopping Cart Expert
- Shopping Cart Management
- Update Products



Blogging



- Add Appropriate Links to Blog Posts
- Blog Marketing
- Checking Sources
- Content Calendar Creation
- Content Formatting
- Content Marketing
- Content Monitoring
- Content Planning
- Content Post Scheduling
- Content Writing
- Create Images
- Find Resources
- Guest Blogging Assistant
- Link Images
- Manage comments
- Research Blog Topics
- Share links across all platforms
- Source Images



Website Management



Backup Websites
Coding
Create & Monitor Online Disclaimer
Create Buttons
Create Redirects for Products
Creating Landing Pages
Web Design
Google Webmaster Expert
Keyword Title Creation
Organize Hosting & Domains
Organize Web Content
Repair and recover
Search Engine Optimization
Update content
Update Plugins
Update WordPress Themes
Website Maintenance
WordPress Management



Video



Add intro/outro to recordings
Content Calendar Creation
Content Formatting
Content Marketing
Content Monitoring
Content Planning
Content Post Scheduling
Content Writing
Create a YouTube Account
Create intro and outro for videos
Create video card graphics
Edit video
Manage YouTube Account
Monitor and respond to comments
Upload Videos
Video Marketing
YouTube Channel Management

